

Student Handbook

Lincoln School
2024-2025

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1. **Mission Statement**

Lincoln School provides a supportive learning environment for students to succeed academically, socially, emotionally, and behaviorally in order to reach their highest potential. Focusing on a goal of high standards for all, Lincoln School encourages the development of higher level learning, good citizenship, and personal responsibility.

Lincoln School Objectives

- Provide students a safe school learning environment
- Develop a personal education plan for all students
- Address social, emotional, and behavioral needs
- Create a successful transition plan to the student's home school district

2. **Admission Criteria**

Lincoln School consists of three alternative learning programs. The Safe School Program (RSSP) serves students who have been removed from their home school district as a result of multiple behavior issues and/or in lieu of expulsion. The Alternative Learning Opportunities Program (ALOP) and Truants Alternative Optional Education Program (TAOEP) at Lincoln School serve students who have been referred due to chronic truancy issues, social and emotional needs, and for credit recovery.

Students who enter the RSSP, ALOP and TAOEP programs must have completed referral forms from the home school district and completed enrollment forms upon conclusion of the intake, which include emergency contact information. In order for the student to be enrolled, the parent/guardian and the student must attend an intake meeting conducted by a Lincoln School representative. During this meeting, parents/guardians will be given an overview of the program, academic and behavioral expectations will be discussed, an Individualized Optional Education Plan or Student Success Plan will be developed and the parent/guardian will provide Lincoln School personnel with all required information.

3. **School Fees**

All fees must be provided in cash and are utilized to cover the cost of school supplies (including headphones). The fee is \$30 for one semester and \$50 for the school year. Additional fees will apply if school property is misused and restitution is deemed necessary by administration. Fees may be waived for those families that qualify. Qualification for free and reduced will be determined by the student's home school. Qualification will be strictly determined by the Illinois Free and Reduced program.

4. School Hours

Lincoln School is open from 8:30 a.m. - 4:30 p.m. each student attendance day.

| Regular School Days | School Improvement Days |
|------------------------------|------------------------------|
| Arrival begins at 10:00 a.m. | Arrival begins at 12:00 p.m. |
| Dismissal is at 4:00 p.m. | Dismissal is at 4:00 p.m. |

5. School Improvement Days (SIP) | Late Arrival

On school improvement days (SIP), students will arrive at school at 12:00 p.m. and will be dismissed at 4:00 p.m. Students are expected to follow transportation rules and policies as outlined within the handbook.

6. Rights and Responsibilities

Lincoln School, in support of the aims of public education, believes that behavior of students attending public schools shall reflect standards of good citizenship demanded of members of a democratic society.

Self-discipline (responsibility for one's actions) is one of the important ultimate goals of education. Every student who gives evidence of a sincere desire to remain in school, to be diligent in academic work and compliance with behavioral expectations, and to profit by the educational experiences provided will be given every opportunity to do so and will be assisted in every way possible to achieve scholastic success to the limit of individual ability.

Student Rights:

- To attend school
- To appropriately express his or her opinion one-on-one with a teacher, counselor or administrator
- To expect that the school be a safe place for all students to gain an education
- To not have their rights infringed upon by another student

7. Student Responsibilities

Students are required to sign the Student Responsibilities Agreement upon completion of the intake. Student agreement upon the responsibilities of participation at Lincoln School is

necessary for success in the program. Please see the Student Responsibilities Agreement for additional information on specific student responsibilities for continued student placement at Lincoln School.

8. Parent Responsibilities

Parents are required to acknowledge receipt of student handbook. Parents are required to sign the Parent/Guardian Responsibilities Agreement upon completion of the intake. Parents are a vital component of student success at Lincoln School. Please see the Parent/Guardian Responsibilities Agreement for additional information on specific parent responsibilities for continued student placement at Lincoln School.

9. Student Records

Lincoln School does not maintain permanent student files. The student's home school holds all permanent student records. Lincoln School maintains temporary files on each student for 5 years. Parents may view and/or obtain copies of their child's record(s) upon request. All official record requests, pertaining to items within the student's permanent file, need to be sent to the student's home school for future enrollment opportunities.

10. Withdrawal

Students may only be withdrawn from Lincoln School by a parent/guardian. Student withdrawal must be done in person with a building administrator at Lincoln School. Students 17 or younger may not withdraw themselves from Lincoln School without parental permission, unless he or she is emancipated. If a student withdraws from Lincoln School, all of his or her records are sent to their home school.

11. Medication

All prescription and non-prescription medications must be brought to school by a parent or guardian. Students should not bring medications to school. Prescription and non-prescription medication (for example painkillers, cough drops, birth control pills, Visine/eye drops, herbal supplements, vitamins, etc.) are not permitted at Lincoln School without a valid Medication Authorization Form. If non-prescription medication is brought to school with a valid Medication Authorization Form, it must be brought to school in its sealed original package. If prescription medication is brought to school with a valid Medication Authorization Form, it must be brought to school in its original bottle stating the student name and doctor name with the number of pills clearly labeled on the outside. All medication must be surrendered to a Lincoln School Staff member upon arrival and will be kept by administration during the school day. If medication

must be taken during the school day, a staff member will escort the student and monitor the administration of said medication.

12. **Building Security**

Lincoln School upholds strict requirements of all students to maintain security and safety in the building. Students must exit and enter the building from the designated locations only. The school is locked following arrival. Students are not allowed to loiter outside the building before arrival or following dismissal. Lincoln School is a closed campus.

In order to maintain a safe learning environment, all students who attend Lincoln School will:

- check in all electronic devices
- pass through a metal detector and comply with all staff requests to remove objects/possessions
- Have all of their personal items searched, and seized, if necessary or in violation of school rules or local statutes/laws.

This policy and the above procedures are non-negotiable under any circumstances. Failure to comply may result in possible removal or denial of program services.

Search and Seizure

All students will be searched upon arrival and are subject to searches throughout the school day. A pat-down search by a police officer is a mandatory part of Lincoln School rules and procedures. Searches will include the use of a metal detector wand as necessary. Requests to remove coats, shoes, turn out pockets, etc. given by a staff member or police officer are to be followed immediately. Failure to comply will be treated as non-compliance. Searches may occur in addition to the search performed at arrival at any time during the school day. School administrators may request the assistance of the police officer on duty and law enforcement at their discretion. Students should have no expectation of privacy in regards to any personal belongings brought into the building. If the search produces evidence that the student is in violation of the law or Lincoln School policy, such evidence may be kept by school administration and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

Police on Duty at Lincoln School

Police officers on duty at Lincoln School are not school employees. Their role at Lincoln School is to maintain a safe environment for all students and staff. All students are expected to treat

officers with respect and obey all requests made by the officer. When required by a situation, a police officer will perform his or her responsibilities as an extension of the Joliet Police Department. These duties include, but are not limited to, restraining students and arresting students who exhibit violent or aggressive behavior towards any person within the school building. In the event that a Joliet Police Officer, in the process of performing his or her responsibilities, takes control of a behavioral situation, the situation becomes a matter of law enforcement and is no longer under the jurisdiction or responsibility of Lincoln School staff, Lincoln School or any other persons/programs/agencies affiliated with Lincoln School.

13. General School Policies

The policies set forth in this manual will be regarded as the minimum behavioral and procedural requirements necessary for attendance at Lincoln School. Successful students will maintain at least these minimum expectations. Students will meet these minimum expectations for continued attendance at Lincoln School and successful transition back to their home school.

The following behaviors are considered unacceptable under any circumstance at Lincoln School and will not be tolerated. The following behaviors, or involvement in the following situations, may result in removal from Lincoln School and the involvement of law enforcement authorities. These behaviors include:

- Disrespect (including inappropriate language/conversation, threats and attempts to intimidate) directed towards any staff member or any student
- Noncompliance/Defiance of any staff direction
- Harassment or intimidation towards any person upon that person's gender, color, race, religion, ancestry, national origin, physical or mental disability, sexual orientation, or other protected group status
- Verbal and/or physical aggression and/or confrontation, either actual or threatened, including instigation of conflict. This includes throwing objects at other students.
- Gang identifiers, symbols, graffiti, signs, drawings, or discussions of gang involvement
- Possession of lighters, weapons, tobacco, alcohol and/or mind altering substances or "look-alike" drugs of any kind
- Attending school under the influence
- Leaving school property without permission
- Misuse or destruction of school property
- Engaging in inappropriate conversations such as drugs, gangs, violence, sexual connotations, etc.
- Other behaviors deemed inappropriate at the discretion of Lincoln School administration

14. Behavior System and Schoolwide Expectations

All students are expected to represent themselves and Lincoln School in a positive manner. Lincoln School is committed to upholding the following three pillars on a daily basis: Respect, Responsibility, and Engagement. During the 2024-2025 school year Lincoln School will promote a positive behavior model that rewards students for being respectful, responsible, and engaged throughout the school day. Students will earn points for behaviors and actions that uphold these standards. Students will then have the opportunity to redeem these earned points for prizes on a recurring basis. Students will have the opportunity to earn tickets at any point during their attendance at Lincoln. Class Dojo will be utilized by students and staff to monitor and reinforce positive behaviors and uphold the pillars of respect, responsibility, and engagement.

15. Step System

While Lincoln School will continue to uphold and encourage the pillars of Respect, Responsibility, and Engagement, Lincoln School staff understands that all students may make mistakes and need redirection and/or consequences for misbehavior. While positive behaviors will continue to be reinforced through our behavior system and adherence to schoolwide expectations, misbehavior and/or threatening or dangerous actions or intent will also be addressed accordingly with our step system. Lincoln staff's goals are to address off-task behavior and negative actions that may impede on any student's learning opportunities as quickly, discreetly, and effectively as possible with as little instructional time lost as possible. The best place for a student to be is in the classroom, and staff will attempt to make sure students are in the classroom learning as much as possible. Our step system is as follows:

- Step One: Student has exhibited off-task behavior or misbehavior that is not aligned with the pillars of respect, responsibility, or engagement. Students will be given redirection or other classroom interventions by the classroom teacher, other staff member, or their designee. Interventions, behavioral and academic, will be handled in the classroom. Behavior will be documented. Parent(s)/Guardian(s) will be notified.
- Step Two: Student has exhibited behavior that is impeding their or another student(s) ability to learn or the teacher's ability to teach. Student may also be exhibiting inappropriate language that may be perceived as harmful or vulgar. Similar to interventions in step one, staff may choose to use classroom interventions, but staff may also enlist the assistance of our student advocate, counselor, or other staff member. Student may be allowed the opportunity to regulate their behavior outside of the class

period for a short time before reentering the classroom. Behavior will be documented and parent(s)/guardian(s) will be notified.

- Step Three: Student has exhibited behavior that has negatively affected their and/or others ability to learn free of distractions and may or may not be physically or verbally aggressive, threatening, vulgar, or violent. This may include physical contact with another individual or verbal or non-verbal communication that is socially, emotionally, or mentally harmful. Students exhibiting such behavior may need to be escorted from the room for safety measures. Student may lose privileges, including but not limited to lunch detentions, access to outdoor areas, etc. Student may also be recommended for in- or out-of- school suspension or a behavior contract. Administration and on-duty Joliet Police Officer will be notified, as well as other staff members as the situation dictates. Parent(s)/Guardian(s) will be notified. A meeting with student and parent(s) will be scheduled. The Will County Regional Office of Education will also be notified.
- Step Four: Student has exhibited behaviors that are not aligned with Lincoln School expectations, nor conducive of maintaining a safe and secure learning environment for all individuals. Student may also be exhibiting aggressive, violent, and/or threatening behaviors that may put other individuals at risk. A mandatory meeting with student, parent(s)/guardian(s), principal (or other administrator), and/or any other school or Regional Office of Education (ROE) staff will be scheduled. A comprehensive review of the student's academic and behavioral records will be conducted. The outcome of this meeting may result in a contract, suspension, referral to a different program, or removal from enrollment at Lincoln School.

16. Attendance

Attendance at Lincoln School is mandatory for student success. Academic work cannot be completed when students are not in attendance. Daily attendance is the responsibility of the student and parent/guardian as determined by the School Code of Illinois. Absences must be reported by a parent/guardian to the counselor prior to 12:00 PM in order to be marked excused. Excused absences do not include waking up late, missing the bus, work, keeping a student home to care for family members, and/or family vacations. Students cannot miss a day or a portion of a day for employment reasons.

Excused Absences are only allowed for:

- Illness (school has the right to ask for a doctor's note)
- Death in the family
- Observance of a religious holiday

- Family Emergency
- Court Date

Parents/guardians will be contacted by a counselor if their child is not in attendance and have not been notified by the parent. Students must maintain at least an 85% attendance rate. Students who do not maintain an 85% attendance rate may be subject to attendance contract, home visit by Lincoln School staff and/or the Will County truancy officer, and may be subject to removal from the program. More than three (3) days of consecutive absences due to illness require a doctor's note upon student return. If a student reaches three (3) consecutive days of non-attendance with no contact made by the parent/guardian to report the absences, the student may be subject to removal from the program. If a student reaches ten (10) consecutive days of non-attendance without a parent/guardian reporting the absence, the student may be subject to removal from the program.

17. Transportation

All students will arrive at school and leave school at the end of the school day by school bus or with a parent/guardian. Parents may request that their child be picked up by a designee in extraordinary circumstances, but only if a written or verbal request is given to administration. Students will not be allowed to leave with any person other than a parent/guardian without a signed request by the parent or a verbal request by phone prior to dismissal. Discussion of transportation concerns will not take place during dismissal. All students will take the bus unless previous arrangements have been made. These arrangements must have administrative approval and must be made prior to 3:00 p.m. that day. Students are prohibited to drive themselves to school under any circumstances. Students are not permitted to take public transportation or any taxi type of service unless administrative permission has been granted to or from school.

Lincoln School is not responsible for any transportation issues. Any issues regarding transportation should be directed to the home school of the student. These concerns include, but are not limited to, pick up/drop off times, missed bus, and disciplinary issues that occur on the bus. Behaviors that occur on the bus will be treated as they would at school. The bus should be treated as a classroom. All school rules still apply while students are on the bus to and from school. Contact information for all transportation department may be obtained on the Lincoln School website.

18. Parent Sign-In/Out

Any student arriving to school after the beginning of the school day **must be signed into school in the main office by a parent, guardian, or emergency contact**. Students may not enter the school late without a parent/guardian accompanying them into the office. Any student that does not utilize the bus and arrives after 10:15 will be considered tardy. Students who leave prior to the end of the school day may only be picked up by a parent, guardian, or designated emergency contact. Students leaving school prior to the end of the school day must be signed out in the main office before they are allowed to leave the building. All visitors are required to present a picture ID at the Main Office after entering the building.

19. Personal Electronics

In order to maintain a quiet and distraction-free learning environment, students are not allowed to be in possession of any electronic devices at Lincoln School under any circumstances. These devices include but are not limited to cell phones, iPods, mp3 players, camcorders, cameras, hand held video games, radio, headphones, etc. Students are strongly encouraged to leave all electronic devices at home. Students who bring electronic devices to school shall have no expectation of privacy with regard to that device while on school property.

All electronic devices must be turned off and handed to school staff upon arrival. The device will be checked in and returned to the student upon dismissal. **Lincoln School is not responsible for any electronic items that are brought onto school property under any circumstances, including items that are turned in upon arrival.**

Students found in violation of this policy concerning the possession and use of electronics will have the device confiscated by staff. If staff believe that a student may be in possession of an electronic device, either through observing use of the device, observing the device in the student's possession or hearing the device, they will request that the student hand in the device. Students are expected to comply with this request. If the student does not comply, administration may ask the Joliet Police Officer to conduct a search of the student.

If an electronic device is confiscated from a student during the school day, either through compliance with staff requests to turn over the device or as a result of search, a parent/guardian will be contacted. The electronic device will be returned to the student at the end of the day for the first offense. A second offense of this policy will result in the electronic device being confiscated. The device will not be returned to the student at the end of the day. A parent or guardian must come to the school to pick up the electronic device and meet with school personnel. Only at the conclusion of said meeting will the device be given to the parent/guardian (or designee). Any further offenses will result in the electronic device being confiscated for the remainder of the school year or the student's return to their home school. Students found in

violation of the electronics policy may lose the option of bringing electronic items to school in the future. There are absolutely no exceptions to the above policy and procedures.

20. Backpacks, Purses, and Personal Items

Students are not allowed to bring backpacks into the building. Any bag or purse must not be larger than a standard size of paper (8.5 x 11). All coats, bags, purses and other personal items brought into the classroom must be placed on hooks or shelves as instructed by the classroom teacher. Students are not allowed to bring pens, pencils, and/or calculators. With the exception of a single purse, no personal belongings may remain with the student (at their desk, hung on the chair, etc) during the school day. All personal belongings are subject to search at any time. Students who do not comply with this policy will not be allowed to bring personal belongings into the building. No external speakers or large headphones will be allowed into the building. The only permissible headphones are ear buds, but students are not allowed to use their own headphones during class. If students elect to bring earbuds, they will be collected along with any other electronic devices. Headphones will be supplied to all students for classroom use. There are no exceptions to this policy.

21. Dress Code

- All students must wear tops, bottoms, and shoes.
- Clothes must be worn in a way that genitals, buttocks, and nipples are fully covered with opaque/non-transparent material.
- No undergarments are to be seen and must be covered.
- Clothing or accessories that directly, or indirectly by innuendo or otherwise, promote alcohol, drugs, sex, pornography, profanity, violence, gangs, and/or weapons, including advertisements is strictly prohibited.
- Clothing and/or accessories cannot include or depict hate speech, images, or language that creates a hostile or intimidating environment for others, including any protected class or marginalized group. Hate speech includes any form of expression through which one vilifies, humiliates, or incites hatred against a group or a class of persons on the basis of race, religion, skin color, sexual identity, gender identity, ethnicity, disability, immigrant status, or national origin.
- Outerwear is prohibited during the school day, including sunglasses, gloves, scarves, hats, hoods, etc. Exceptions to this policy would be when the weather dictates otherwise and students may be exposed to the elements. School staff will inform students of such times.

Lincoln School staff reserve the right to determine at any time if any piece of clothing, jewelry or anything worn on the student is unacceptable in the school environment and may ask the student to change or remove it. Students are required to comply with all staff instructions regarding dress and appearance.

22. Food and Beverages

Lincoln School does not have a cafeteria, nor does it have a microwave or refrigeration accessible to students. However, students will be provided breakfast and lunch every day at no cost to students or families. Food should not be brought from home. Items will be discarded upon arrival. There is one exception to this rule: Students may bring one (1) factory sealed water bottle to school with them. It must be factory sealed upon entry into the building, otherwise it will be discarded. Students will have access to drinking water and fountains during the day as needed. Students will not be allowed to have food delivered or accept food or beverages dropped off by family members.

23. Classroom Expectations

Students are expected to be kind, courteous and respectful of one another and staff members in order to maintain a safe, secure, and welcoming learning environment. For this reason, disruption and/or defiance of any kind will not be tolerated in Lincoln School. Classroom expectations include the basic requirements for attendance of Lincoln School as laid forth in this handbook and additional rules as laid forth by the classroom teacher. Rules set forth by the classroom teacher are expected to be followed. Questions about classroom expectations not explicitly defined in this handbook should be directed to the classroom teacher or an administrator. Students should be adhering to Lincoln School's three pillars: Respect, Responsibility, and Engagement.

Classroom Disruption

Examples of "disruption" include, but are not limited to, talking, shouting, singing or rapping, whistling, being out of seat without permission, dancing, creating loud noises or banging on equipment, tapping, eating at times other than the designated snack period, throwing objects, inappropriate language at any volume, etc. Students who engage in classroom disruptive behaviors may be subject to removal from the classroom at the discretion of Lincoln School staff. This will be considered a classroom disruption.

Insubordination/Defiance

Examples of insubordination and defiance include a refusal to follow directions as they are given, talking back, use of inappropriate or abusive language (including swearing,

socially rude words and disparaging remarks), ignoring teacher directives, arguing and general disregard for classroom rules. Students who exhibit any of these behaviors or are determined to be defiant by the classroom teacher will be removed from the classroom at the discretion of Lincoln School staff. All school policies, including those set forth in the classroom, are non-negotiable.

24. Hallway Expectations

Calm and orderly passage through the hallway is important to respecting others' learning spaces in nearby classrooms. Loitering in the hallways is not permitted. Students are to be courteous in the hallways. Students must be in view of a staff member at all times. Unwarranted and/or tampering with fire alarms or fire extinguishers by any student is illegal and subject to legal prosecution. Students who play with, attempt to play with or tamper with fire alarms or fire extinguishers are subject to arrest and removal from Lincoln School.

25. Conflict Resolution

Conflict in the classroom is disruptive to the learning environment and will not be tolerated. If the conflict cannot be handled within the classroom, the student(s) may be removed by a staff member. Students who are asked to leave the classroom must do so. Students who refuse to comply with this direction may be removed by the police officer, as decided by administration. Mediation between the student and other person(s) involved may occur if the conflict is not quickly resolved or warrants student removal from the classroom. Mediation to be conducted by a Lincoln staff member or designee may be requested by administration.

26. Bullying and Harassment

Harassment/bullying is disruptive to the learning environment and will not be tolerated at Lincoln School. No person shall harass or intimidate another person upon a person's sex, color, race, religion, ancestry, national origin, physical or mental disability, sexual orientation, or other protected group status. Lincoln School will not tolerate harassing or intimidating conduct whether verbal, physical or visual that affects tangible benefits of education, unreasonably interferes with a student's education performance or creates an intimidating hostile or offensive educational environment for the whole school community. Examples of prohibited conduct include, but are not limited to: name calling, throwing objects at others, using derogatory slurs, gestures, writings/graffiti, wearing/possessing items depicting or implying hatred or prejudice toward one of the characteristics stated above.

Complaints of harassment or intimidation will be handled by an administrator in combination with the counselor. Administration shall use reasonable measures to inform staff and students that Lincoln School will not tolerate harassment/bullying. All students should make every effort possible to report harassment/bullying to a staff member, whether they are the target of such harassment, have witnessed above mentioned behavior or have reasonable suspicion that it may be occurring.

The perspective of the alleged victim will take precedence over the perspective of the alleged aggressor. Any individual that feels that they are being bullied by another individual or group will be considered as being bullied or harassed, even if it is not the intent of the perpetrator.

Cyberbullying

Lincoln School recognizes the rights of students who choose to participate in online social networking and other communication in electronic form. However, information produced, shared, and retrieved by students that is related to other students or staff is subject to Lincoln School's policies and any student engaging in actions that are deemed inappropriate, by any measure, are subject to disciplinary action.

Sexual Harassment

Sexual harassment is strictly prohibited at Lincoln School. An employee, school authority or student is engaged in sexual harassment whenever he or she makes sexual advances, requests sexual favors, engages in verbal/physical conduct of a sexual or sex based nature and/or any other conduct on the basis of sex that has the purpose/effect of:

- substantially interfering with a student's educational environment,
- creating and intimidating, hostile, or offensive educational environment,
- depriving a student of educational aid, benefits, services, or treatment,
- and/or making submission to, or rejection of, such unwelcome conduct the basis for academic decisions affecting a student

The terms "intimidating," "hostile," and "offensive" include all conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include, but are not limited to: touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics and/or spreading rumors related to a person's sexual activities.

Sexual harassment is defined by the Illinois Administrative Code as any "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature." Sexual harassment interferes with a student's right to learn, study, work, or participate in school

activities in a comfortable, respectful environment. According to state and federal laws, sexual harassment of students or school employees is illegal and is prohibited in Illinois Public Schools.

To determine whether a situation or encounter is sexual harassment, it is helpful to ask yourself the following questions:

- Is the behavior of a sexual nature?
- Is the behavior unwelcome by anyone involved?
- Does the behavior make you or anyone near you feel uncomfortable?
- Does the behavior interfere with anyone's ability to learn or participate in school activities?
- Does the behavior involve one person trying to have some sort of power over another person?
- Is the behavior part of a repeated behavior?

Types of Sexual Harassment:

- Verbal- Requests for sexual favors, lewd comments, inappropriate jokes, name calling, unwanted sexual comments
- Physical- Unwanted touching, kissing, cornering, massaging, rape, assault, battery
- Visual- Leering or displaying sexually explicit photos, drawings, or objects, gestures with hands or body of a sexual nature, revealing body parts in a sexual nature

Students who believe they are victims of sexual harassment or have witnessed sexual harassment are strongly encouraged to discuss the matter with administration, counselor or other building staff. Students may choose to report to a person of their same gender. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined. An allegation of harassment of one student by another will be referred to the building administration for appropriate action which may include removal from Lincoln School.

27. Physical Contact

Engaging in inappropriate physical gestures and/or contact with another student or adult, either consensual or non-consensual, is strictly prohibited. The student may be removed from the classroom if at any time the student or teacher feels uncomfortable or threatened by actual, threatened, or perceived physical contact. Physical contact may be unavoidable and/or required in certain situations that puts anyone at risk or in danger. This may include restraint and possible arrest by the police officer on duty.

Physical Aggression/Fighting

Physical aggression towards any person is unacceptable. Lincoln School has zero tolerance for physical aggression. Actions involving physical contact where injury may occur (hitting, kicking, punching, hitting with an object, hair pulling, scratching, slapping, etc.) will have severe consequences. Consequences for physical aggression/fighting will be determined by Lincoln School administration, including removal from the program. Students who engage in physical aggression/fighting may be subject to arrest by Joliet Police. Actions which may not cause physical harm but threaten the safety of students and staff (aggressive behavior other than fighting, instigation of a fight, threats of violence, etc.) will have severe consequences as determined by school administration and/or law enforcement.

28. Weapons

All students are searched upon arrival to Lincoln School to ensure the safety of all students. A component of this search is to ensure that no students are in possession of any weapon or object capable of causing bodily harm. Any object capable of causing bodily harm and/or look-a-like weapons are not allowed at Lincoln School. Students who are in possession of a weapon or look-a-like weapon are subject to arrest by the Joliet Police Officer and removal from Lincoln School.

29. Drugs and Alcohol

Drug and/or alcohol use is strictly prohibited at Lincoln School. Students are not permitted to bring illegal drugs, alcohol, prescription medication (including birth control pills), over the counter medication, drug paraphernalia, cigarettes, lighters, “look-alike” drugs or any other materials related to drug/alcohol use. Students in possession of the above items may be subject to removal from Lincoln School and legal consequences. If a search produces evidence that a student has violated or is violating the policies of Lincoln School, such evidence may be seized and kept by school administration. When appropriate, such evidence may be transferred by administration to law enforcement authorities.

Students suspected of being under the influence of any substance are subject to a field sobriety test at the discretion of a staff member, to be performed by the police officer. Students suspected of being under the influence of drugs and/or alcohol, or determined by the police officer to be under the influence, will be sent home for the day and must be picked up by a parent/guardian. The parents/guardians of the student that is suspected to be under the influence will be notified

by administration after the field sobriety test has been administered. Consequences for coming to school under the influence of drugs/ alcohol will be determined by an administrator.

30. Computer Equipment

In the classroom, each student will be assigned a laptop. Students are responsible for their assigned computer items and will be held liable at all times for any damage which may occur to them. If the equipment is misused and subsequently damaged, the parent(s)/guardian(s) of the student to which the equipment was assigned will be responsible for paying the cost of the equipment to be repaired or replaced. Misuse of the equipment includes, but is not limited to, altering (or attempting to alter) computer settings, writing/marking on any computer equipment, removing/rearranging keys, etc. Failure to comply with these policies (including internet use policy) may result in removal from Lincoln School.

Internet Use

Computer equipment is provided to the students solely for the purpose of academic work. Any use of the equipment for purposes other than academic work will not be tolerated. Access of any website other than Edgenuity is prohibited unless express permission has been given by classroom teacher or an administrator. Disciplinary action will be taken if students do not comply with this policy.

31. Grading System

Lincoln school uses a straight scale, meaning no “plus” or “minus” is given. Grades are reported to parent(s)/guardian(s) during the progress report periods (October and March).

Parent(s)/Guardian(s) and the home school are given final grade reports (December and May). Lincoln School staff will stay in regular contact with parent(s)/guardian(s) regarding student progress and grades. Parent(s)/Guardian(s) are strongly encouraged to attend parent/teacher conferences held during the progress report period. Parent(s)/Guardian(s) can receive a report from the program used to house courses if they provide Lincoln School a valid email address.

Failure to complete any course, assigned with a reasonable amount of time in order to complete the course, will result in the student earning a failing grade (F). All students are expected to complete two academic courses every 35 school days (end of each quarter and semester). Any course not completed by the end of the allotted time will result in a failing grade for the class. Incompletes (I) are only given if the student is assigned a course that will carry over to the next semester.

Lincoln School Grading Scale

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|---|---------------|
| A | 100%-90% |
| B | 89%-80% |
| C | 79%-70% |
| D | 69%-60% |
| F | 59% and below |

32. Physical Education

All students are expected to participate in Physical Education (P.E.) at Lincoln School. Behavior in the gym must be appropriate and orderly. Students may not engage in horseplay, ignore staff direction, use equipment in any aggressive fashion or misuse any of the equipment in any fashion that risks the safety of any/all students/staff.

Upon entering the gym, students must immediately line up quietly against the wall until instructed to do otherwise. Refusal to participate in P.E. may result in loss of opportunity to earn credit. When P.E. is outside, no student, under any circumstance, may go outside the perimeter of the gates. Students who do not comply with P.E. rules and policies will lose the opportunity to participate.

In addition to assigned days for P.E. in the gym, high school students are required to complete online coursework as a supplement. Students who do not complete the online supplemental program will not earn P.E. credit. Students who do not participate in the physical activity assigned will not receive credit for P.E.

Use of Heggie Park for P.E.

When weather permits, P.E. may take place outside of the school boundaries at Heggie Park to provide students additional space for activities. All school rules apply when at Heggie Park.

33. Concussion Policy-Administrative Procedure

Program for Managing Student Athlete Concussions and Head Injuries

Definition of Concussion -A type of traumatic brain injury caused by a bump, blow, or jolt to the head that alters the way the brain normally functions. A concussion can also occur from a blow to the body that causes the head to move rapidly back and forth. These injuries may or may not cause a loss of consciousness. See Concussion in Sports, www.cdc.gov/concussionsports/index.html. This site contains excellent resources for the

recognition, response, and prevention of concussions. The Illinois High School Association (IHSA) website contains comprehensive resources that State law requires schools to use to educate coaches, student athletes, and parents/guardians. These are available at: www.ihsa.org/Resources/SportsMedicine/ConcussionManagement/SchoolResources.aspx.

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| <p>Superintendent or designee</p> | <p>Identify the staff members who are responsible for student athletes, including Building Principals, and require that they comply with IHSA concussion protocols, policies, and by-laws, including its Protocol for NFHS Concussion Playing Rules, and its Return to Play Policy. Available at: www.thsa.org/Resources!SportsMedicine/ConcussionMaanement!SchoolResources.</p> <p>Hold the identified staff members responsible for implementing this procedure.</p> |
| <p>Building Principals or designee</p> | <p>Instruct staff members who are responsible for students to review and abide by the IHSA protocols, polices, and by laws regarding concussions and head injuries.</p> <p>www.ihsa.org/Resources/SportsMedicine/ConcussionMaanement.aspx.</p> <p>Require that:</p> <ol style="list-style-type: none"> 1. A student who exhibits signs, symptoms, or behaviors consistent with a concussion (e.g., loss of consciousness, headache, dizziness, confusion, or balance problems) is removed from participation at that time. 2. A student who has been removed for a possible concussion or head injury is not allowed to return to that activity unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer. 3. Parent contact will be made before the student is allowed to go home for the day. Parents will be encouraged to take their child to a physician. |

34. Group Counseling

Group counseling is an important and mandatory part of the program at Lincoln School. The function of group counseling is to guide students to making better decisions and life choices. The program is led by the counselor and will cover topics such as drugs/alcohol use, bullying, sexual harassment, anger management, goal setting, college and career, communication, and other topics to be determined by the counselor as needed.

Though credit is not given for the program, participation is a requirement. All students will participate in the program and activities. There are no exceptions to this policy under any circumstance.

Behavioral expectations will be set by the counselor. If students are unable to comply with these expectations, they may be removed from the group and may also be subject to removal from Lincoln School.

35. Transition

All students able to transition back to their home school district will receive transition counseling to best prepare them for continued school success upon their return. A transition meeting is scheduled and conducted by the counselor in conjunction with the parent, student, and home school administration prior to the student's return to their home school. Any parent/guardian and/or student concerns regarding transitioning back to the home school district can be directed to the counselor.

36. Student Review Meetings

Student review meetings will take place at the end of the spring semester for all RSSP students who will return to Lincoln School in the fall. All ALOP and TAOEP students will have a review or transition meeting each semester. A student review meeting is conducted by the counselor in conjunction with parent(s)/guardian(s), student, and home school administration. The purpose of this meeting is to review attendance, behavior, and academic performance. Any parent/guardian and/or student concerns regarding student review meetings can be directed to the counselor.

37. Pest Control

Emphasis is placed on inspection and communication with the school administration. The focus of the program is to identify and eliminate conditions insider and outside of the school that could cause pest problems. Non-chemical devices will be used to help monitor and control pests. Lastly, applications of least toxic materials such as insect and rodent baits and bacterial cleaners

are made only when necessary to eliminate a pest problem in the safest and smallest quantity possible. Regular spraying is not part of the program.

In the rare instance that it becomes necessary to use pest control products other than traps or baits, notice will be posted two business days prior to the application. The only exception to the two-day notice would be if there were an immediate threat to health or property such as bees and wasps. The notice will be posted as soon as practicable. Parent(s)/Guardian(s) can request written notice by contacting the main office.

38. Compliance

Parent(s)/Guardian(s) and students are expected to read and comply with school rules and policies stated in this handbook. However, this handbook is not all inclusive and situations may arise that are not addressed within. Administrators have the final authority in making decisions in order to ensure a safe learning environment for all students.